

16 September 1974

MEMORANDUM FOR: DDA Advisory Group

SUBJECT : Minutes of Meeting, 12 September

25X1A 1. After some discussion, it was decided that the next AG meeting will be held on Monday 23 September. [REDACTED] will confirm the time and location.

25X1A 2. [REDACTED] reported that no progress had been made on the agenda item "Training Not Directly Related To Employees Job." He offered that more should be done than merely recommending to the DDA an all employee bulletin on recent liberalization of laws on training. After discussion, the consensus was that a paper should be drafted for consideration by the AG.

25X1A 3. On the agenda item "Parking" the opinion of the AG was that the complainant would be given a copy of [REDACTED] memorandum detailing the problem of parking. [REDACTED] will write a covering memo. The item is removed from the agenda.

25X1A 4. No report was made on the item "Academic Qualifications of Agency Professional and Personnel." [REDACTED] will present his report at the next AG business meeting.

25X1A 5. [REDACTED] advised that the issue of "Shower Facilities for Women" could be considered satisfactorily resolved and removed from the agenda. Morning hours for women to take showers have been set aside. OP/BSD advises that an all employee bulletin is being considered as a means for advertising the shower facilities.

25X1A 6. [REDACTED] will make arrangements for AG to meet at [REDACTED] on Friday 4 October and Saturday 5 October. The AG will meet to draft an annual report on the activities of the DDA Advisory Group. The AG will be advised of procedures for gaining access to [REDACTED] at the next meeting.

25X1A 7. The draft paper entitled "Orientation for Spouses of EOD'ers" was accepted without change. [REDACTED] will arrange to have the paper delivered to DDA.

25X1A 8. [REDACTED] reported that OMS will on request perform a physical examination on any Agency employee. There is, because of demand, a considerable waiting period. [REDACTED] will report at the next meeting on the desirability of advertising this service to all employees.

9. Regarding the meeting with Mr. Blake and Mr. McMahon all agree it was worthwhile and productive. The AG hopes to hold another meeting with DDA and A/DDA during the last week of October. [REDACTED] will make the arrangements and advise of the precise date and location. 25X1A

10. It was decided that the AG members will meet in residence (see paragraph 6) for two days in early October to draft a report on AG activities for FY 1974. In the meantime AG members will write short paragraphs on AG projects in which they actively participated. On those projects for which there is no individual or collective memory, [REDACTED] will review the past AG minutes and make assignments to members to research and write a short synopsis. Members are reminded that the report to Mr. Blake must be brief and succinct. 25X1A

11. It was the consensus of the members that two other items will be placed on the agenda for discussion while in residence. These are Mr. Blake's request for reactions to the "Ramifications of Abolishing GS-06 and GS-08" and the subject of "A Budget for the AG."

12. Discussion was postponed on the impact of Agency wide distribution of a sterilized report covering Agency security standards for employing drug abusers. The members felt it necessary that they see the report before any discussion could be relevant.

25X1A 13. [REDACTED] will be Co-Chairman in October and Chairman in November.

14. It was the consensus of the group that they would abide by a 15 minute time limitation for discussion of any one agenda item.

25X1A

[REDACTED]
September Co-Chairman